

APPENDIX D

BUDGET FORMS AND AIDS

FY 20XX BUDGET REQUESTS PRIORITIZED SUMMARY-by Program						
General Fund Base = \$						
Priority #	Item	Form	Amount	% Inc. from base	*	Budget Hearing Comments
Total Amount Requested \$ -						
* = Number of Years requested.						
Comments:						

FY 20XX BUDGET REQUESTS PRIORITIZED SUMMARY-One Percent Increments Maximum of 5% of General Fund Base							
General Fund Base = \$							
#	ORG #	Item	Form	Amount	% Inc. from base	*	Budget Hearing Comments
Total Amount Requested \$ -							
* = Number of Years requested.							
Comments:							

BASE BUDGET INCREASE REQUEST
FORM A

District _____
Total Request: _____

Object Code/Org	Object Name	Requested Amount	Brief Description of Request

PERSONAL SERVICES					
	Title (Clerk, PO, etc.)	#FTE	Salary/Yr	Benefits/Yr	Total Request
1					
2					
3					
4					
5					
6					
SUBTOTAL OF PERSONAL SERVICES					
TRAVEL					
In State					
Out of State					
SUBTOTAL OF TRAVEL					
CURRENT EXPENSE--ONE TIME EXPENSE					
Code	Description				
SUBTOTAL OF ONE TIME EXPENSE					
CURRENT EXPENSE--ONGOING EXPENSE					
Code	Description				
SUBTOTAL OF ONGOING EXPENSE					
SUBTOTAL OF ALL CURRENT EXPENSE					
CAPITAL OUTLAY					
Code	Description				
SUBTOTAL OF CAPITAL OUTLAY					
GRAND TOTAL OF BUILDING BLOCK/ENHANCEMENT					
FINANCING PLAN					
					FY 2006
TOTAL OF FINANCING PLAN					
DISTRICT: _____ PRIORITY: _____					

FORM B

BUILDING BLOCK NARRATIVE REQUEST FORM
FOR FISCAL YEAR 20XX

LOW ORG: _____

PROGRAM NAME: _____

\$ AMOUNT: _____

DETAILED REQUEST OF ITEM: _____

PROBLEM AND
NEED: _____

BRIEF ANALYSIS OF
ALTERNATIVES: _____

CONCLUSION AND
RECOMMENDATION: _____

NOTE: PLEASE USE ADDITIONAL SHEETS IF NECESSARY.

FORM C
(Pink)
REQUEST FOR RESOURCES NOT INCLUDED IN YOUR 20XX FISCAL YEAR BUDGET

EDUCATION

LOW ORG NAME: _____

LOW ORG NUMBER: _____

DETAILED REQUEST OF ITEM:

PROBLEM AND NEED:

PROJECTED DOLLAR AMOUNT: \$ _____

**THIS FORM SHOULD BE SUBMITTED WITH YOUR STANDARD BUDGET REQUEST FOR FY 20XX.
UPON CONSIDERATION BY THE TRIAL COURT EXECUTIVE, IT WILL BE FORWARDED TO THE
FINANCE MANAGER WHO WILL DISPERSE THE FORM TO THE EDUCATION OFFICER.**

ACTION TAKEN AND RATIONALE

FORM C
(Green)
REQUEST FOR RESOURCES NOT INCLUDED IN YOUR 20XX FISCAL YEAR BUDGET

INFORMATION TECHNOLOGY

LOW ORG NAME: _____

LOW ORG NUMBER: _____

DETAILED REQUEST OF ITEM:

Number of PC's—include memory and hard drive specifications if necessary:

Printers: _____

PROBLEM AND NEED:

PROJECTED DOLLAR AMOUNT: \$_____

THIS FORM SHOULD BE SUBMITTED WITH YOUR STANDARD BUDGET REQUEST FOR FY 20XX. UPON CONSIDERATION BY THE TRIAL COURT EXECUTIVE, IT WILL BE FORWARDED TO THE FINANCE MANAGER WHO WILL DISPERSE THE FORM TO THE INFORMATION TECHNOLOGY DIRECTOR.

ACTION TAKEN AND RATIONALE

FORM C
(Yellow)
REQUEST FOR RESOURCES NOT INCLUDED IN YOUR 20XX FISCAL YEAR BUDGET

INFORMATION SERVICES

LOW ORG NAME: _____

LOW ORG NUMBER: _____

DETAILED REQUEST OF ITEM:

Special Project requested: _____

PROBLEM AND NEED:

PROJECTED DOLLAR AMOUNT: \$ _____

THIS FORM SHOULD BE SUBMITTED WITH YOUR STANDARD BUDGET REQUEST FOR FY 20XX. UPON CONSIDERATION BY THE TRIAL COURT EXECUTIVE, IT WILL BE FORWARDED TO THE FINANCE MANAGER WHO WILL DISPERSE THE FORM TO THE INFORMATION SERVICES DIRECTOR.

ACTION TAKEN AND RATIONALE

FORM C
(Blue)
REQUEST FOR RESOURCES NOT INCLUDED IN YOUR 20XX FISCAL YEAR BUDGET

COURT SECURITY

LOW ORG NAME: _____

LOW ORG NUMBER: _____

DETAILED REQUEST OF ITEM:

This a: Courtroom _____ Perimeter _____ issue.

For: existing services _____ needs internal to Sheriff's Department _____

Number of new bailiff positions requested: _____

Equipment being requested: _____

PROBLEM AND NEED:

TOTAL PROJECTED DOLLAR AMOUNT: \$ _____

THIS FORM SHOULD BE SUBMITTED WITH YOUR STANDARD BUDGET REQUEST FOR FY 20XX. UPON CONSIDERATION BY THE TRIAL COURT EXECUTIVE, IT WILL BE FORWARDED TO THE FINANCE MANAGER WHO WILL DISPERSE THE FORM TO THE DEPUTY COURT ADMINISTRATOR.

ACTION TAKEN AND RATIONALE

DEVELOPMENT PROJECT FY 20XX		PROJECT NAME	
FORM I (Purple)			
1. PLANNING/PROGRAMMING _____		DESIGN/CONSTRUCTION _____	
2. NEW BUILDING_____ ADD TO EXISTING BLDG. _____ REMODEL _____ LAND _____			
PURCHASE EXISTING BLDG. _____			
3. JUSTIFICATION SUMMARY:			
4. COST ESTIMATE:			
5. CONTRACTOR OR SOURCE:			

*For projects over \$1M, or for addition of \$100,000 or more.

IMPROVEMENT PROJECT FY 20XX

PROJECT NAME

FORM II (Purple)

1. REMODEL, ALTERATION, REPAIR UNDER \$1M _____ NEW LEASE SPACE _____

 GROUNDS, UTILITY IMPROVEMENTS UNDER \$1M _____

2. JUSTIFICATION SUMMARY:

3. COST ESTIMATE:

4. CONTRACTOR OR SOURCE:

STATEWIDE PROJECTS FY 20XX FORM III (Purple)		PROJECT NAME
1. LIFE SAFETY _____ ASBESTOS _____ DISABLED ACCESS _____ ROOFING _____ PAVING _____ ENERGY CONSERVATION _____ CARPETING _____ PAINTING _____		
2. JUSTIFICATION SUMMARY:		
3. COST ESTIMATE:		
4. CONTRACTOR CONSULTED:		

ANNUAL WOK PROGRAM FY 20XX
WORKSHEET TO COMPUTE EMPLOYEE BENEFITS
(updated each year)

<u>EMPLOYEE BENEFITS</u>	<u>FTE</u>	<u>RATE</u>	<u>AMOUNT</u>
LIFE INSURANCE	# _____	\$50.44	
HEALTH INSURANCE			
Employee Only	# _____	\$3,640	
Employee and One Dependent	# _____	\$7,506	
Employee and Family	# _____	\$10,020	
DENTAL INSURANCE			
Employee Only	# _____	\$496	
Employee and One Dependent	# _____	\$631	
Employee and Family	# _____	\$914	
LONG TERM DISABILITY INS.	\$ _____	.60%	
RETIREMENT PROGRAMS			
State Employees Contrib.	\$ _____	13.38%	
State Employees Non Cont.	\$ _____	14.89%	
Public Safety Non Cont.	\$ _____	21.15%	
Judges Non Contributory	\$ _____	7.1%	
401K Employee Vested	\$ _____	1.5%	
UNEMPLOYMENT COMPENSATION	\$ _____	0.16%	
WORKERS COMPENSATION	\$ _____	0.68%	
SOCIAL SECURITY 2005			
Total Salaries	\$ _____		
Less Reductions**	(\$ _____)		
Adjusted Total	\$ _____	6.20%	
MEDICAID			
Total Salaries	\$ _____	1.45%	
TERMINATION POOL	\$ _____	2.18%	

** Subtract from the total salaries the excess of each individual salary which exceeds \$94,200 during the 2004 calendar year.

EXAMPLE

COST OF PERSONNEL AND RELATED ITEMS

(updated each year)

POSITION	SALARY (entry)	BENEFITS (w/Family)	TOTAL
Court Clerk	22,000	16,700	38,700
Probation Officer	28,800	18,500	47,300
Law Clerk	37,800	20,900	58,700
Court Commissioner	93,300	35,400	128,700
Secretary	16,700	15,400	32,100
Administrative Assistant	20,200	16,300	36,500
Legal Secretary	22,000	16,700	38,700
Staff Attorney	37,600	17,200	54,800
Deputy Probation Officer	20,200	16,300	36,500
Receptionist/Office Tech	15,000	1,200	16,200
Support Services Coordinator	25,800	17,700	43,500
Court Reporter	31,200	19,200	50,400
District Court Judge	103,700	37,500	141,200
Juvenile Court Judge	103,700	37,500	141,200

ITEM	COST	
	Staff	Judge
Desk	\$ 1,100	\$ 2,300
Chair	\$ 750	\$ 1,300
Credenza	\$ 1,000	\$ 2,000
2 Drawer Lateral File	\$ 750	\$ 900
4 Drawer Lateral File	\$ 1,100	\$ 1,500
Side Chairs (2)	\$ 500	\$ 1,100
Couch	N/A	\$ 1,100
Bookcase	\$ 500	\$ 1,300
Computer	\$ 2,900	\$ 2,900
Printer	\$ 2,200	\$ 2,200
Laptop	N/A	\$ 4,500
Training	\$ 250	\$ 500
Juvenile Court-required		
FTE connection cost	\$ 300	\$ 300
Printer connect cost	\$ 204	\$ 204
Judicial Operations	N/A	\$ 400
Dues	N/A	\$ 360
Travel	\$ 500	\$ 500
Education	\$ 500	\$ 2,000

EXAMPLE

District Court Judge Cost Package (Juvenile Court exclude bailiff) (updated each year)

SALARIES:

Judge		
Salary	\$103,700	
Benefits	<u>37,500</u>	\$141,200
Clerks		
Salary	\$ 22,000	
Benefits	<u>16,700</u>	
	\$ 38,700 @ 2 =	77,400

OTHER COSTS:

Bailiff		
Contract		40,000
Data Processing		
3 FTE @ \$2,900		8,700
Video Court Room		45,000
Capital Outlay		
Chambers		10,300
Clerks @ 2		6,900
Current Expense		
3 FTE @ \$500		1,500
Judicial Operations		600
Motor Pool		20,000
Travel Expense		1,000
Lease Expense		
Judge	\$4,000	4,000
Clerk (2)	\$3,000	6,000
Education		
Judge	\$2,000	2,000
Clerks (2)	500	<u>1,000</u>
TOTAL first year		\$365,600

Clerical Position cost package

1 Deputy Clerks	= \$ 38,700
1 Computer	= 2,900
1 Desk @ \$1,100	= 1,100
1 4-Drawer lateral file	= 1,100
1 Chair @ \$ 750	= 750
Education	= 500
Remodeling/Office Space	= 3,000
Telephone expense @ \$500 each	= 500
Office supplies @ \$500 each	= <u>500</u>
TOTAL first year	\$ 49,150

Probation Officer cost package

1 Probation Officer	= \$ 47,300
1 Computer	= 2,900
1 Desk @ \$1,100	= 1,100
1 4-Drawer lateral file	= 1,100
1 Chair @ \$ 750	= 750
Education	= 500
Remodeling/Office Space	= 3,000
Telephone expense @ \$500 each	= 500
Office supplies @ \$500 each	= <u>500</u>
TOTAL first year	\$ 57,650

EXAMPLE

Misc. 2004 Pay Periods and Holidays
 FIHRMS 08-04.00
 Effective: 16-Nov-1989
 Revised: 01-Jul-2003

Purpose The purpose of this policy is to provide information regarding the 2004 schedule of pay period dates and holidays.

Policy The Division of Finance shall provide for Payroll System users a schedule of pay period dates and holidays before the new calendar year.

2004 Schedule of Pay Periods and Holidays

Date						
Pay	Begin	End	Check	Holiday	Holiday	
Period	Date	Date	Date	Observed	Description	
01	01/03/2004		01/16/2004		01/30/2004	
02	01/17/2004		01/30/2004		02/13/2004	01/19/2004 (M) Dr. Martin Luther King, Jr. Day
03	01/31/2004		02/13/2004		02/27/2004	
04	02/14/2004		02/27/2004		03/12/2004	02/16/2004 (M) Washington and Lincoln Day
05	02/28/2004		03/12/2004		03/26/2004	
06	03/13/2004		03/26/2004		04/09/2004	
07	03/27/2004		04/09/2004		04/23/2004	
08	04/10/2004		04/23/2004		05/07/2004	
09	04/24/2004		05/07/2004		05/21/2004	
10	05/08/2004		05/21/2004		06/04/2004	
11	05/22/2004		06/04/2004		06/18/2004	05/31/2004 (M) Memorial Day
12	06/05/2004		06/18/2004		07/02/2004	
13*	06/19/2004		07/02/2004		07/16/2004	07/05/2004 (F) Independence Day
14	07/03/2004		07/16/2004		07/30/2004	
15	07/17/2004		07/30/2004		08/13/2004	07/23/2004 (Th) Pioneer Day
16	07/31/2004		08/13/2004		08/27/2004	
17	08/14/2004		08/27/2004		09/10/2004	
18	08/28/2004		09/10/2004		09/24/2004	09/06/2004 (M) Labor Day
19	09/11/2004		09/24/2004		10/08/2004	
20	09/25/2004		10/08/2004		10/22/2004	
21	10/09/2004		10/22/2004		11/05/2004	10/11/2004 (M) Columbus Day
22	10/23/2004		11/05/2004		11/19/2004	
23	11/06/2004		11/19/2004		12/03/2004	11/11/2004 (T) Veterans' Day
24	11/20/2004		12/03/2004		12/17/2004	11/25/2004 (Th) Thanksgiving Day
25	12/04/2004		12/17/2004		12/30/2005	
26	12/18/2004		12/31/2005		01/14/2005	12/24/2004 (Th) Christmas Day
						12/31/2005 (Th) New Year's Day

* This year, 12 days (Sat., Sun., Mon., Tue., Wed., Thu., Fri., Sat., Sun., Mon., Tue., Wed.) of pay period #13 fall in fiscal year 2004 and 2 days (Thu. and Fri.) fall in fiscal year 2005. The Payroll System will automatically separate regular hours worked and leave hours used.

American Port	166	88	228	272	201	215	218	10	74	142	108	109	20	349	267	190	32	271	113	190	91	206	289	53	67	346	204	91	87	13	127	129	211	110	3	134	6	188	192	271		
Beaumont	195		264	70	302	167	49	92	53	222	122	236	67	331	191	242	180	180	113	279	353	105	236	289	113	233	188	46	159	177	153	99	280	105	76	198	300	194	230	238	111	
Birmingham	190	264		316	380	279	303	336	189	59	230	93	197	20	437	358	228	104	389	26	167	119	234	347	14	21	434	282	87	176	101	216	201	389	198	6	50	50	226	176	366	
Brazos Canyon	228	70	316		327	120	66	78	153	284	164	318	127	373	195	222	282	77	341	385	145	270	304	175	256	182	24	281	219	215	101	302	126	118	201	382	273	326	376	84		
Canyonlands	272	302	337		236		352	394	286	398	204	382	276	339	409	161	119	286	33	389	381	286	6	41	283	339	285	243	305	196	289	243	286	414	236	303	406	309	296	434	372	
Capital Reef	201	167	279	120	285		178	199	187	257	137	291	170	338	276	91	92	307	197	314	388	121	146	198	148	288	327	144	234	138	188	90	221	286	82	224	326	288	261	314	204	
Cedar Breaks	215	49	303	66	362	178		21	142	271	172	336	106	361	142	201	230	229	64	388	402	166	285	388	182	282	139	32	248	287	202	109	309	74	126	247	349	243	340	346	71	
Cedar City	218	92	306	78	354	199	21		133	274	174	338	109	380	167	294	232	282	79	331	406	188	288	341	186	286	164	82	281	229	235	111	312	53	128	280	362	236	342	338	69	
Delta	101	93	189	163	296	187	142	133		198	116	192	36	261	284	282	174	116	205	214	303	92	230	253	49	168	281	139	135	149	89	87	210	186	70	138	236	102	239	285	192	
Escalante	74	222	69	284	388	287	271	214	188		198	34	166	142	406	339	236	42	387	84	108	147	282	316	109	38	402	280	3	143	69	183	139	387	186	8	106	86	169	112	330	
Energy	142	122	230	164	204	137	172	171	116	198		282	96	239	286	181	82	186	207	266	231	76	138	191	103	239	282	140	176	86	129	63	138	287	46	171	276	283	168	284	214	
Granite	108	296	93	318	362	291	305	338	182	34	232		198	108	439	367	240	76	398	104	14	181	288	349	143	72	436	294	66	177	103	217	167	361	200	86	139	123	146	206	381	
Granite Canyon Dam	109	67	197	127	276	170	106	109	36	166	96	199		289	249	282	164	123	170	222	310	80	210	253	96	176	246	103	142	161	96	67	217	162	90	141	243	137	247	240	169	
Grand Canyon	349	191	697	166	409	276	142	167	284	406	286	439	248	494		494	304	217	188	416	212	34	263	273	386	222	180	484	389	173	164	196	22	71	486	256	184	247	229	41	314	423
Great Canyon	267	262	366	223	164	91	270	294	262	383	181	387	232	394	372		123	281	316	380	386	212	166	113	239	334	240	241	300	180	264	183	263	343	182	299	401	389	293	419	301	
Green River	190	180	238	222	119	92	230	232	174	236	82	200	164	211	343	123		164	266	263	239	134	63	109	18	217	340	198	163	63	137	121	146	286	104	18	284	286	176	302	272	
Habit City	32	180	104	242	286	37	229	232	116	42	196	76	123	168	383	281	164		286	129	190	105	230	273	67	80	380	219	19	101	27	141	97	286	126	49	180	82	138	168	291	
Harbor	211	113	289	77	301	197	64	79	205	387	207	361	170	416	116	78	316	286		384	436	191	324	218	306	75	67	304	222	286	144	346	83	181	309	436	316	376	418	41		
Logan	113	299	26	341	385	311	328	331	214	84	266	104	222	482	380	283	129	384		178	204	319	372	186	46	469	317	112	200	126	286	144	346	83	181	309	436	316	376	418	41	
Malibu	190	383	167	365	381	339	402	436	303	108	281	74	310	34	616	386	239	190	438	178		266	286	348	284	146	613	371	139	176	177	294	99	689	277	180	213	194	63	280	146	
Mead	91	106	179	148	286	121	166	188	92	147	76	181	80	263	289	212	164	106	191	204	216		190	283	43	168	286	124	124	99	78	47	173	211	30	128	226	141	212	233	198	
Mead	206	286	294	270	66	146	286	288	230	282	136	236	210	273	389	166	63	203	321	319	296	190		63	217	273	288	254	239	119	193	177	202	341	180	239	340	222	232	388	328	
Mud Lake	299	289	334	334	41	199	358	341	263	316	191	349	263	386	389	113	109	273	290	322	348	933	63		200	386	216	387	292	172	246	200	266	373	213	291	389	386	286	411	331	
Nephi	63	113	141	176	283	148	162	166	49	109	103	143	66	22	266	239	161	67	218	166	264	43	217	270		120	263	161	86	104	40	74	161	218	67	86	187	88	191	197	224	
Ogden	67	203	21	286	389	286	282	286	186	36	209	72	176	180	416	384	217	80	306	46	146	186	273	386	120		413	271	66	164	80	194	180	386	177	3	67	69	207	186	344	
Panguitch	346	188	434	162	266	397	139	164	288	402	282	436	246	691	163	240	300	300	76	689	613	286	288	216	283	413		142	379	387	339	219	420	188	236	388	480	301	680	486	116	
Panguitch	204	46	292	24	380	144	32	62	139	280	140	294	109	349	146	241	198	218	67	317	371	124	264	337	181	271	142		237	196	191	77	278	116	94	236	338	249	308	310	74	
Park City	61	189	67	261	386	234	246	261	136	31	176	66	142	173	382	300	183	19	304	112	139	124	239	282	86	66	379	287		120	46	180	116	34	143	31	139	66	146	161	388	
Pine	67	177	176	219	186	139	227	229	149	143	66	177	181	164	340	180	63	101	282	200	176	99	119	172	104	164	337	196	120		74	118	69	282	101	119	221	113	113	239	289	
Pinto	13	163	101	216	289	188	202	236	89	69	129	109	96	196	386	264	137	27	286	126	177	78	159	246	40	80	303	191	46	74		114	124	289	97	46	147	69	164	166	264	
Rhineland	127	69	216	101	243	90	109	111	67	189	63	217	67	272	222	183	121	141	144	240	294	47	177	230	74	194	219	77	160	118	114		201	164	17	189	261	122	231	274	161	
Roseville	129	201	201	312	266	221	309	312	109	139	136	167	217	71	423	383	146	97	346	286	93	173	282	286	18	180	420	276	116	83	124	201		386	184	146	247	179	30	286	382	
S. George	271	106	389	126	414	246	74	53	186	387	227	361	182	436	181	343	286	286	83	384	488	211	344	373	218	388	186	116	304	282	286	164	386		181	309	406	286	386	381	43	
Salina	110	76	198	118	286	82	126	128	70	166	46	200	60	286	289	182	104	126	161	233	217	30	180	213	97	177	236	94	101	97	17	184	181		142	244	166	214	287	168		
Salt Lake City	32	98	66	200	304	234	247	280	133	62	174	86	144	194	381	289	182	48	303	81	180	123	238	291	86	36	378	286	3	119	46	189	146	303	142		102	34	176	121	309	
Summit	134	300	60	382	406	386	349	382	236	106	276	139	213	387	483	401	284	180	406	63	213	286	340	333	187	67	480	388	133	221	147	261	247	406	244	10		136	277	187	411	
Tonah	66	194	90	373	389	289	243	286	102	66	209	120	137	289	384	289	316	116	194	141	272	286	99	69	384	249	66	143	69	112	179	289	186	3	136		289	100	294			
Utah	189	200	226	382	286	261	340	382	289	168	146	217	41	463	293	176	128	386	286	63																						

**WORKLOAD PROJECTIONS
EXAMPLE**

1. Historical data--caseload figures available from the annual reports.
2. You are asked to do your own projections. Two simple methods of projecting workload are provided below.

Method A: (Average Percent increase). Compute the percent increase for each year, divide by the number of years, and then increase the last caseload figure by the average percent increase.

Example:

<u>Fiscal Year</u>	<u>Filings</u>	<u>Increase</u>	<u>Percent</u>
79-80	700		
80-81	685		(2.1)
81-82	720		5.1
82-83	670		(6.9)
83-84	750		11.9
84-85	765		2.0
85-86	745		(2.6)
86-87	775		4.0
87-88	800		3.2

Total Percent increase = $14.6\% / 8 \text{ years} = 1.8\%$
average increase

Projected 88-89 filings = $800 * 1.018 = 814$

Projected 89-90 filings = $814 * 1.018 = 829$

Method B: (Average Increase) Determine the actual increase in cases shown for the nine year period. ($800 - 700 = 100 / 9 = 11$). Therefore the projected filings would be 811 for 88-89 and 822 for 89-90.

If you use another type of projection, please identify the method you used to arrive at your figures.

Example of Building Block Request

FY 2005 BUDGET REQUESTS PRIORITIZED SUMMARY-by Program						
General Fund Base = \$ 3,750,000						
#	ORG #	Item	Form	Amount	*	Budget Hearing Comments
1		Base Increase	A	10,500	1	
2		Judicial Resources	B	365,600	1	
3		Law Clerk	B	71,300	2	
4		Deputy Probation Officer	B	44,800	2	
Total Amount Requested \$ 492,200						
* = Number of Years requested.						
Comments:						

FY 2005 BUDGET REQUESTS PRIORITIZED SUMMARY-One Percent Increments Maximum of 5% of General Fund Base						
General Fund Base = \$ 3,750,000						
Priority	Item	Form	Amount	from base	*	Budget Hearing Comments
1	Base Increase	A	10,500	0.28%	1	
2	Law Clerk	B	37,500	1.28%	2	
	Law Clerk	B	33,800	2.18%		
3	Judicial Resources	B	37,500	3.18%	1	
	Judicial Resources	B	37,500	4.18%		
	Judicial Resources	B	37,500	5.18%		
	Judicial Resources	B	253,100	12%		
Total Amount Requested \$ 447,400						
* = Number of Years requested.						
Comments: The Judicial Resource request goes beyond the 5% . However, within the total District Court Budget, the amount could be absorbed within the Governor's guidelines.						

BASE BUDGET INCREASE REQUEST

District **ANY**

FORM A

Total Request: _____

Account Code/Org	Account Name	Requested Amount	Brief Description of Request
6175	Other Equip O&M	\$ 10,500	Three Video Court rooms. O&M required to be paid in FY 2004.

FORM B: BUILDING BLOCK/ENHANCEMENT REQUEST SUMMARY					FY 2005
PERSONAL SERVICES					
	Title (Clerk, PO, etc.)	#FTE	Salary/Yr	Benefits/Yr	Total Request
1	Judge	1.00	103,700	37,500	141,200
2	Clerks	2.00	44,000	33,400	77,400
3					0
4					0
5					0
6					0
SUBTOTAL OF PERSONAL SERVICES		3.00			218,600
TRAVEL					
In State					1,000
Out of State					
SUBTOTAL OF TRAVEL					1,000
CURRENT EXPENSE--ONE TIME EXPENSE					
Code	Description				
6188	Furniture				17,200
6189	Video Courtroom				45,000
6585	DP Equipment				8,700
SUBTOTAL OF ONE TIME EXPENSE					70,900
CURRENT EXPENSE--ON GOING EXPENSE					
Code	Description				
6165	Motor Pool				20,000
6177	Bailiff				40,000
6181	Office Supplies				1,500
6269	Judicial Operations				600
6276	Education				3,000
	Lease				10,000
SUBTOTAL OF ONGOING EXPENSE					75,100
SUBTOTAL OF ALL CURRENT EXPENSE					146,000
CAPITAL OUTLAY					
Code	Description				
SUBTOTAL OF CAPITAL OUTLAY					0
GRAND TOTAL OF BUILDING BLOCK/ENHANCEMENT					365,600
FINANCING PLAN					
					FY 2005
General Fund					365,600
Dedicated Credit					
Restricted Fund					
Federal Grant					
RESTA					
SAPA					
Other					
Other					
TOTAL OF FINANCING PLAN					365,600
DISTRICT: <u>ANY</u> PRIORITY: <u>1</u>					

FORM B

BUILDING BLOCK NARRATIVE REQUEST FORM
FOR FISCAL YEAR 2005-2006

LOW ORG: _____

PROGRAM NAME: District Judicial Resources

AMOUNT: \$365,600

DETAILED REQUEST OF ITEM: One additional District court Judge and 2 Clerical support staff for those judges, education, training, bailiff services, video court room, necessary furnishings and computer equipment are requested. _____

PROBLEM AND NEED: The Judicial District has had substantial increases in case filings over the past few years which have placed them with a considerably higher caseload per judge than all other districts in the state. The growth rate since 1990 has averaged 4.6% per year (see attached information from Data Warehouse). _____

BRIEF ANALYSIS OF ALTERNATIVES: Without the additional Judicial Resources, the ability to dispose cases will become less cost effective due to errors or the inability to keep pace with filings. Best judicial practices may suffer, delays will occur and judges will incur significant liability in managing cases with inadequate resources. _____

CONCLUSION AND
RECOMMENDATION: _____

NOTE: PLEASE USE ADDITIONAL SHEETS IF NECESSARY

FORM B: BUILDING BLOCK/ENHANCEMENT REQUEST SUMMARY					FY 2005
PERSONAL SERVICES					
	Title (Clerk, PO, etc.)	#FTE	Salary/Yr	Benefits/Yr	Total Request
1	Law Clerk	1.00	37,800	20,900	58,700
2					0
3					0
4					0
5					0
6					0
SUBTOTAL OF PERSONAL SERVICES		1.00			58,700
TRAVEL					
In State					
Out of State					
SUBTOTAL OF TRAVEL					0
CURRENT EXPENSE--ONE TIME EXPENSE					
Code	Description				
6188	Furniture				5,700
6585	DP Equipment				2,900
SUBTOTAL OF ONE TIME EXPENSE					8,600
CURRENT EXPENSE--ON GOING EXPENSE					
Code	Description				
6161	Lease				3,000
6181	Office Supplies				500
6276	Education				500
SUBTOTAL OF ONGOING EXPENSE					4,000
SUBTOTAL OF ALL CURRENT EXPENSE					12,600
CAPITAL OUTLAY					
Code	Description				
SUBTOTAL OF CAPITAL OUTLAY					0
GRAND TOTAL OF BUILDING BLOCK/ENHANCEMENT					71,300
FINANCING PLAN					
					FY 2004
General Fund					71,300
Dedicated Credit					
Restricted Fund					
Federal Grant					
RESTA					
SAPA					
Other					
Other					
TOTAL OF FINANCING PLAN					71,300
DISTRICT: <u>Any</u> PRIORITY: <u>2</u>					

FORM B

BUILDING BLOCK NARRATIVE REQUEST FORM
FOR FISCAL YEAR 2005-2006

LOW ORG: Any

PROGRAM NAME: Law Clerk

\$ AMOUNT: \$71,300

DETAILED REQUEST OF ITEM: A Judicial Law Clerk to serve in the Judicial District.

PROBLEM AND NEED: The District Judges have identified a critical need for law clerk assistance for their increasing caseload and complex cases being filed with the court. Law clerks have become an institution in state appellate courts and federal trial courts, but (with limited exception of the few law clerk/bailiff positions) have been withheld from the general jurisdiction trial courts. In the federal system, each district judge is assigned two law clerks, even magistrates have one law clerk. We have made several inquiries with the XXXXX County Sheriff's Office of the possibility for law clerk/bailiff positions, but with their budget restraints and need for more deputies who function in law enforcement, this is not an option. The District/Juvenile judges feel that the need for a law clerk to handle all levels of court is an immediate need to assist in moving cases in a timely manner through the court system. We also feel that having one law clerk serve the entire XX District would be a more efficient use of personnel services, as opposed to one law clerk/bailiff for each judge.

BRIEF ANALYSIS OF ALTERNATIVES: None

CONCLUSION AND RECOMMENDATION: Given the increase in caseload and the complexity of cases being filed, immediate assistance of a law clerk is necessary.

NOTE: PLEASE USE ADDITIONAL SHEETS IF NECESSARY.

FORM B: BUILDING BLOCK/ENHANCEMENT REQUEST SUMMARY					FY 2005
PERSONAL SERVICES					
	Title (Clerk, PO, etc.)	#FTE	Salary/Yr	Benefits/Yr	Total Request
1	Deputy Probation Officer	1.00	20,200	16,300	36,500
2					0
3					0
4					0
5					0
6					0
SUBTOTAL OF PERSONAL SERVICES		1.00			36,500
TRAVEL					
In State					1,500
Out of State					
SUBTOTAL OF TRAVEL					1,500
CURRENT EXPENSE--ONE TIME EXPENSE					
Code	Description				
6188	Furniture				2,900
6585	DP Equipment				2,900
SUBTOTAL OF ONE TIME EXPENSE					5,800
CURRENT EXPENSE--ON GOING EXPENSE					
Code	Description				
6181	Office Supplies				500
6276	Education				500
SUBTOTAL OF ONGOING EXPENSE					1,000
SUBTOTAL OF ALL CURRENT EXPENSE					6,800
CAPITAL OUTLAY					
Code	Description				
SUBTOTAL OF CAPITAL OUTLAY					0
GRAND TOTAL OF BUILDING BLOCK/ENHANCEMENT					44,800
FINANCING PLAN					
					FY 2005
General Fund					44,800
Dedicated Credit					
Restricted Fund					
Federal Grant					
RESTA					
SAPA					
Other					
Other					
TOTAL OF FINANCING PLAN					44,800
DISTRICT: <u>Any</u> PRIORITY: <u>3</u>					

FORM B

BUILDING BLOCK NARRATIVE REQUEST FORM
FOR FISCAL YEAR 2005-2006

LOW ORG: Any

PROGRAM NAME: Community Service

\$ AMOUNT: \$44,800

DETAILED REQUEST OF ITEM: Deputy Probation Function Officer for the Juvenile Court.

PROBLEM AND NEED: Full time Deputy Probation Officer to handle a work crew six days a week in _____
and _____ Counties. This program is a community based program where juveniles sentenced by the court to
work hours to pay restitution to their victims. At the present time this is a position funded by SAPA. This
position needs to be a permanent position in the court to handle the caseload now in the _____ District. The
program functions six days a week and runs seven work crews each week. The program runs each day Monday
through Friday and on Saturday. In 1997 there was a total of 1,877 criminal incidents. This represents an
increase of 160% since 1993 (see attached data from Data Warehouse). In order to make juveniles before the
court accountable and responsible for their actions this program is needed to compensate their victims.

BRIEF ANALYSIS OF ALTERNATIVES: Maintain current funding source.

CONCLUSION AND RECOMMENDATION: Given the increase in juvenile crime and the lack of resources for
younger offenders to compensate victims, this program is essential to the juvenile court.

NOTE: PLEASE USE ADDITIONAL SHEETS IF NECESSARY.

FORM C
(Blue)
REQUEST FOR RESOURCES NOT INCLUDED IN YOUR 2005-2006 FISCAL YEAR BUDGET
COURT SECURITY

LOW ORG NAME: County

LOW ORG NUMBER: Any

DETAILED REQUEST OF ITEM:

This a: Courtroom X Perimeter_____issue.

For: existing services X needs internal to Sheriff's Department_____

Number of new bailiff positions requested: 0

Equipment being requested:_____

PROBLEM AND NEED:

Request from XXX county, for total reimbursement for Security and Bailiff manpower necessary for support of courts—District and Juvenile, front door magnetometer, basement security for building. See enclosed cost analysis from XXX County.

TOTAL PROJECTED DOLLAR AMOUNT: \$140,800

THIS FORM SHOULD BE SUBMITTED WITH YOUR STANDARD BUDGET REQUEST FOR FY 2005-2006. UPON CONSIDERATION BY THE TRIAL COURT EXECUTIVE, IT WILL BE FORWARDED TO THE FINANCE MANAGER WHO WILL DISPERSE THE FORM TO THE DEPUTY COURT ADMINISTRATOR.

ACTION TAKEN AND RATIONALE

COURT SECURITY - BAILIFF COSTS

County Court Building
Salary and Benefit Costs

Position	Salary	Benefits	Total
.5 Super.	\$ 18,002.40	\$ 5,940.79	\$ 23,943.19
Bailiff	21,632.00	9,076.70	30,708.70
Bailiff	20,217.60	8,515.85	28,733.45
Bailiff	20,217.60	8,515.85	28,733.45
Bailiff	20,217.60	8,515.85	28,733.45
TOTALS	<u>\$ 100,287.20</u>	<u>\$ 40,565.04</u>	<u>\$ 140,852.24</u>

CHART OF ACCOUNTS

FREQUENTLY USED ACCOUNT NUMBERS

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT NAME</u>
<u>Instate Travel</u>	<u>Transportation Costs - Private Autos</u>
6002	includes Mileage reimbursement for use of private autos
6003	Misc. charges. Taxi, tips, Baggage, etc.
6005	Meal Reimbursement
6006	Lodging Reimbursement
6007	Transportation Costs - Commercial Airline, Car Rental
<u>Out of State</u>	
6052	Transportation Costs - Private Autos
6053	Misc. Charges. Taxi, Tips, Baggage, etc.
6055	Meal Reimbursement
6056	lodging Reimbursement
6057	Transportation costs - Commercial Airline, Car Rental
<u>Current Expense</u>	
6126	Wireless Communication Service <i>For cell phone, pager, and other wireless communication service charges from vendors. For purchase of pager and cell phone equipment use 6189.</i>
6131	Advertising & Legal Publications <i>Includes printed or broadcast advertising and other publicity expenses, and legal publication of official notices.</i>
6132	Communication Services <i>Includes telephone, telegraph, teletype and cable service.</i>
6135	Contractual Services - Non Medical <i>Services of independent contractors, additional help obtained from employment services.</i>
6136	Postage and Mailing <i>Includes postage stamps, postage for postage meters, envelopes, postcards, post office box rentals, express mail and other postal services.</i>

- 6137 Professional and Technical Services- Non Medical
- Includes services of professional or technical persons or entities such as partnerships and corporations. Such services include, but are not limited to the following:*
- | | |
|-----------------------------|--------------------|
| <i>Acctg & Auditing</i> | <i>Education</i> |
| <i>Court Reporters</i> | <i>Engineering</i> |
| <i>Actuarial</i> | <i>Legal</i> |
| <i>Architecture</i> | <i>Research</i> |
- 6140 Laundry, Linen and Dry Cleaning
- To be used for laundry, linen and dry cleaning services only, not to be used for purchases.*
- 6142 Janitorial Services
- To be used for regular janitorial services including occasional cleaning services such as windows and wall washing (for janitorial supplies or occasional Maintenance or repair services, see 6171 and 6176).*
- 6143 Moving Expense
- To record costs of materials and services associated with moving offices to new locations.*
- 6145 Required Technical References
- To be used for essential, continuing, professional/technical reference books, subscriptions and services necessary to perform duties including Commerce Clearing House, Utah code, Wall Street Journal, etc. For books and subscriptions, see 6185.*
- 6149 Bottled Water Service
- Use this account for the cost of bottled drinking water services.*
- 6154 Other Contract Services - Medical
- Services of independent contractors, additional help obtained from employment services.*
- 6155 Professional and Technical Services - Medical
- Includes services of professional or technical persons or entities such as partnerships and corporations. Such services include, but are not limited to the following:*
- | | |
|----------------------|----------------|
| <i>X Ray Tech</i> | <i>Medical</i> |
| <i>Mental Health</i> | <i>Nursing</i> |
- 6165 Rental of Motor Pool Vehicles
- 6166 Rental of Parking Space
- Includes all costs of hourly, daily, monthly or annual rental of parking space for motorized vehicles. Use this for bus passes.*

- 6171 Buildings and Grounds – Operating Supplies and Maintenance
- Includes materials and contracted labor used in the upkeep or repair of buildings, including repairs to fixtures, permanently attached or installed (such as wiring, plumbing, central heating, and central air conditioning) and of grounds (such as walks, fences, grounds lighting systems, landscaping, tree-trimming, and lawn cutting). Such repairs should be occasioned by ordinary wear and tear or by physical damage and should tend to preserve or maintain the value of the property. Cost of extensive remodeling or new additions should be charged to capital outlay objects. For janitorial services, see 6142. For janitorial supplies, see 6176. For laundry services, see 6140. For greenhouse or nursery supplies, see 6205. For fencing materials, see 6215.*
- 6172 Motor Vehicles - Operating Supplies & Maintenance
- Includes gasoline and diesel fuel, batteries, tires, tubes, antifreeze, grease, repair parts, materials, labor used for the operation, maintenance or repair of motor vehicles (for repairs due to damage, see 6174).*
- 6173 Motor Pool Vehicles - Operating Supplies & Maintenance
- For use to record operating and maintenance cost of motor pool vehicles.*
- 6175 Operating Supplies & Maintenance - Other Equipment
- Supplies, repair parts, materials, labor used for the operation, maintenance or repair of all equipment (Other than motor vehicles, copy machines and data processing equipment), all office equipment such as typewriters, calculators, etc.*
- 6176 Laundry & Janitorial Supplies
- Includes soaps, salt for water softeners, brooms, pails, etc.*
- 6177 Building/Grounds Security
- Includes alarm systems, fire & Burglary protection, & contracted security service.*
- 6178 Garbage Services
- 6181 Office Supplies -- (Not for DP supplies)
- 6182 Printing & Binding
- Includes printing & binding such as annual reports, special reports, forms, checks, etc. (for photocopy cost see 6186).*
- 6185 Books & Subscriptions
- To be used for books and subscriptions used for informational purposes including books, maps, newspaper, magazines, trade publications, periodicals, and other subscription costs for required technical references see 6145.*

6186	Photocopy Expenses	<i>Includes rental, repair and maintenance costs of photocopy machines, microfilm reader/printers, fax machine usage charges, supplies, and payments to other agencies for copies made.</i>
6187	Small Office Equipment	<i>Small equipment \$5,000 or under such as typewriters, calculators.</i>
6188	Office Furnishings	<i>Office furnishings under \$5,000 such as file cabinets, desks, chairs, coat racks, decorations.</i>
6189	Other Small Equipment	<i>For non-office supplies and equipment costing less than the capital outlay limit of \$5,000 such as refrigerators, microwaves, pagers, cell phones, television sets, etc.</i>
6191	Utilities - Natural Gas	<i>Payment to public utilities for natural gas.</i>
6192	Utilities - Electrical Service	<i>Payment to public utilities for electrical service.</i>
6193	Utilities - Water	<i>Payment for water service.</i>
6194	Utilities - Other	<i>Includes fuel used for heat or light other than natural gas and for sewer charges other than public utilities.</i>
6222	Photographic Supplies	<i>Includes photographic and blue-printing supplies and services such as film processing and developing, printing chemicals, and microfilm supplies..</i>
6254	Library Audio-Visual Materials	<i>Includes sound recordings (audio-tapes, cassettes, phonographic disks, CDs, etc.), motion pictures (film, video tapes, video disk, etc.), filmstrips, slide sets, and kits or programs consisting of any combination of the above.</i>
6265	Interest/Carrying Charges	<i>Interest on Purchases, Leases, LATE CHARGES</i>
6269	Employee Training and Development	<i>Includes costs associated with job-related training and development of employees, such as seminars or single event training programs.</i>

6270	Employee Recognition – Non-Taxable
	<i>To be used for costs associated with years of service awards, retirement, non-taxable non-cash incentive awards and award functions which may include refreshments and gifts. (Not to be used for taxable service, retirement, and incentive awards which are personnel service expenditures.)</i>
6271	Receptions and Entertainment
	<i>Includes expenses of <u>properly approved</u> receptions, public celebrations, departmental dinners, and lunch meeting costs.</i>
6272	Exhibits, Displays and Awards
	<i>Includes exhibits, displays and awards. Use 5117 for Incentive Awards.</i>
6274	Membership Dues
	<i>To be used for all costs of properly approved memberships, including government affiliations and professional or trade associations.</i>
6276	Conventions, Workshops and Committees
	<i>Includes properly approved registration costs and other costs of conventions, seminars, workshops, training and committees.</i>
6282	Tuition Payments
	<i>To be used for educational assistance or training tuition's paid for employees.</i>
6287	Unclassified Other Expenses
	<i>Includes expenses not classifiable to any other object of expenditure codes.</i>
6702	Office Furniture & Equipment
	<i>Includes office furniture and fixtures (desks, tables, chairs, carpeting, drapes, venetian blinds, file cabinets, and storage units etc., typewriters, dictating equipment, adding and calculating machines, accounting machines, postage meters, envelope stuffers, etc.) which cost more than \$5,000 each. For office furniture and equipment which cost less than \$5,000 see 6187 or 6188.</i>
6703	Printing & Reproduction Equipment
	<i>Includes microfilm & microfiche equipment, photocopiers, and other printing & reproduction equipment.</i>

